



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden¹. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

For more information ec.europa.eu/work-with-us

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers **non-permanent** positions. There are two categories of non-permanent staff:

- **[temporary agents](#)** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **[contract agents](#)** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#)

¹Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Procurement Assistant

DG TAXUD of the European Commission

Selection reference: TAXUD/COM/2025/568

Domain*: European Public Administration

Where: Unit E.1.- „Finances, Public Procurement and Compliance“, Brussels

Staff category and Function Group: Temporary agent 2b/2d – Procurement Assistant

Grade: AST 1- 4

Publication deadline: 21.05.2025 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Customs and Taxation (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders. In this context, the Resources and General Affairs Directorate (Directorate E) is providing cross-cutting services and support to the Director-General and the other Directorates in DG TAXUD. As part of Directorate E, the "Finances, Public Procurement and Compliance" unit (TAXUD.E.1) is providing cross cutting services and support to the Directorate-General. The mission of the Unit is to prepare and follow the implementation of the budget of DG TAXUD, support the procurement and grants procedures in close cooperation with operational units, ensure all financial transactions, and implement the DG's internal control and risk management systems. The unit also acts for DG TAXUD as contact point with the Internal Audit Service (IAS), the European Court of Auditors (ECA) and European Anti-Fraud Office (OLAF), coordinates the Anti-fraud strategy. The Unit is composed by a dynamic and motivated team of 22 colleagues.

WE PROPOSE

We offer a position for an autonomous Public Procurement Assistant to support the public procurement procedures of the DG under the EU Customs and Fiscalis programs, the Single Market Program (SMP), and the Carbon Border Adjustment Mechanism (CBAM) program.

You will be part of a team of 5, operating under the oversight of the Deputy Head of Unit, who has extensive experience in public procurement and fosters a positive, friendly and professional working environment. As part of the DG TAXUD procurement team, you will manage public procurement procedures from planning to award. This includes reviewing tender documents before launch and award to ensure compliance with relevant rules and best practices. You will also assist opening and evaluation committees by providing guidance, contributing to the review process, and coordinating different stages of the award procedure. Beyond this, you will help client Units implement Framework Contracts (FWCs), ensuring proper use of templates and supporting the reopening of competitions. Your role includes offering practical advice on public procurement related matters, including contract management and procedural aspects. You will contribute to developing internal guidance, standard documents, and best practices. Ensuring smooth procurement processes and assisting client Units in managing contractual challenges will be key aspects of your work. Continuous learning is encouraged, and you will be supported in staying up to date with relevant procurement developments, including eProcurement onboarding and Financial Regulation updates.



WE LOOK FOR

We are looking for a proactive and motivated professional who is flexible, possesses excellent organizational and prioritization skills, and can handle several files simultaneously. A minimum of three years of proven experience in public procurement is necessary.

A friendly and helpful attitude is essential, along with the ability to anticipate the needs of colleagues. The ideal candidate shares information effectively and is a strong team player. Customer-oriented and adaptable, the candidate should be a quick self-starter, and easily adjust to new situations. Attention to detail, a commitment to delivering reliable and high-quality advice, and a solid work ethic are crucial. Knowledge of IT contracts and a legal background would be an advantage. The successful candidate must have a very good command of spoken and written English. A good knowledge of French would be considered an asset. Junior profiles eager to grow in public procurement are welcome and will benefit from on-the-job training and mentoring.



HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV 2. completed application form.

Please send these documents by the publication deadline to TAXUD-UNIT-E1@ec.europa.eu indicating the selection reference TAXUD/COM/2025/568 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited for this position, you must have at least either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU²
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

² The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority³. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be **Brussels**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST.**

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



➤ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be that of a new competition published or already planned in the field. If there is none, recruitment will be at the level of AST1, AST2 or AST3. The maximum recruitment grade is AST4, which may be granted under very exceptional circumstances, based on the assessment of the needs of the service, notably the nature of the profile sought, the level of responsibility to be exercised, or the labour market conditions for the profile in question, and the duration of the candidates' previous appropriate professional experience.

The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.